

Newomics Inc., a venture-backed and NIH-funded biotechnology startup company in the San Francisco Bay Area, develops and commercializes enabling platforms and solutions for precision medicine. Newomics has unique infrastructure and resources to make major contributions to personalized healthcare. For more information, visit www.newomics.com.

Newomics has an immediate opening for a full-time **Accountant**. Newomics will provide a comprehensive compensation package including salary, equity, and benefits such as PTO, medical/dental/vision and 401(k) plan.

Job Summary/Essential Functions:

As a key member of the accounting team in a fast-growing startup company, works closely with the accounting manager and controller to cover the essential functions of accounting.

- Handle full cycle of accounts payable (AP), including processing of invoices and credit cards, bill payments, reconciling of accounts and filing.
- Handle full cycle of accounts receivable (AR) and support sales function, including processing of estimates and quotes, shipping, customer invoicing, cash collections, reconciling of accounts and filing.
- Provide inventory support, assist with inventory management and tracking, purchasing of parts, and monthly cycle counts.
- Prepare and enter monthly journal entries for depreciation, prepaids and accounts payable accruals.
- Help with office management tasks (minor)

Qualifications

- Bachelor's degree in Accounting, Finance, or a related field
- Minimum of 1-3 years of relevant experience in accounting
- Minimum of 1 year of Experience in desktop QB or QB online
- Excellent written and verbal communication skills
- Ability to work both independently and as a team
- Ability to work in a fast-paced startup environment
- Eligibility to work in the United States without sponsorship

To apply

Please send a cover letter and a resume to jobs@newomics.com.